

UNIVERSITY WOMEN'S CLUB OF VANCOUVER
Monthly Member Billing

Thank you for your application to the University Women's Club of Vancouver. Your application will be reviewed by our membership committee and then advanced to the board of directors for approval.

Once approved; your membership fees will be charge to the credit card you have provided to us. Our club operates on an **annual membership**, (July – June) and your dues are **billed annually in June, and due July 1st of each year**. If you are a new member and join the UWCV during the year, your dues will be pro-rated. All members must provide us with a credit card, as monthly activity fees will be automatically paid by this credit card, seven days after we have sent out your monthly activity fees invoices. Invoices are e-mailed by the middle of the month – which follows the statement date. For example, activities/food and beverages services which you enjoy in February, will be invoiced and e-mailed to you by mid-March, with payment processed 7 days after the invoice is e-mailed – this provides time for you to review the statement – and dispute any possible charges. If your credit card or its' expiry date changes, please advise the office in sufficient time to allow timely processing. A delay in processing may result in an additional finance charge.

For your convenience, we do offer members' the ability to participate in one of our payment plans - many choose to pay your dues semi-annually, quarterly or monthly; please note we apply an annual \$25.00 payment plan fee for this convenience.

Payment can be made by Visa, Mastercard or Cheque. We welcome payments by cheques, as it eliminates unnecessary credit card processing fees, however, you must provide the office with post-dated cheques that match your preferred payment schedule. (Dishonoured cheques will be assessed a \$25.00 finance fee.)

To facilitate our requirement to automatically charge your credit card with your monthly activity billing and/or your membership dues, please complete the following credit card authorization:

Kind regards,

S. Penny

Sandra Penny, BBA CPA CMA
Finance Manager

A signature below indicates that you have **read and agree to the Rules and Bylaws** of the University Women's Club of Vancouver. This signature also authorizes The University Women's Club of Vancouver to charge your membership dues and monthly activity billing as they become due to the credit card listed below:

Cardholder's Signature: _____

Printed Cardholder's Name: _____

Credit Card Number: _____

Credit Card Type: _____ **CVC Code #** _____

Expiry Date: _____